



# CITY OF HOUSTON

## Job Posting

<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	SUPERINTENDENT
<i>Posting Number</i>	PN # 106732
<i>Department</i>	Convention & Entertainment Facilities
<i>Division</i>	GRB Convention Center
<i>Section</i>	Maintenance Department
<i>Reporting Location</i>	1001 Avenida De Las Americas
<i>Workdays &amp; Hours</i>	Flexible – Days, Evenings, Weekends

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages and oversees operational and special event cleaning and equipment set-up for the George R. Brown Convention Center and related properties. Plans and manages day-to-day logistical equipment set-up and cleaning for all convention center events. Works closely with convention clients, event managers, customers and attendees. Reports directly to Sr. Superintendent and assists Facility Manager with maintenance, construction and inspection of buildings and facilities.

**WORKING CONDITIONS**

The position requires a large amount of daily walking and mobility. There are occasional minor discomforts from exposure to less than optimal temperature and air conditions.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate’s degree in Business Administration, Facility Management, or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Six years of progressively responsible professional and/or skilled experience closely related to the activities of the position are required, including three of the years in a supervisory capacity. Directly related professional experience may be substituted for the above education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS**

Valid Texas driver’s license and compliance with the City of Houston policy on driving (AP 2-2).

**IMACT OF ACTIONS**

*Errors in work could lead to significant expense and impact on the convention center and City of Houston.*

**PREFERENCES**

Strong management skill involves scheduling, evaluation of personnel. Must have the ability to work closely with all levels of personnel and contractor personnel. A high degree of customer service skills, team leader skill, sensitivity, cooperation and conflict resolution is required. An individual that requires the interpretation of technical and detailed event requirements, guidelines, policies and procedures. Timelines and timetable requirements for events are constant. Hourly, daily, and weekly event deadlines are standard in the convention and entertainment facilities business.

**COMPLEXITY**

*Work is complex and varied, and requires the interpretation of technical and detailed event requirements, guidelines, policies and procedures. Timelines and timetable requirements for events are constant. Hourly, daily, and weekly event deadlines are standard in the convention and entertainment facilities business.*

**SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary is:

Salary Range - Pay Grade 24  
\$1,690.00 – \$2,232.00 Biweekly    \$43,940 – \$58,032 Annually

**OPENING DATE**

September 14, 2005

**LOSING DATE**

September 20, 2005

**LICATION PROCEDURES**

Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

TDD (Telecommunication Device for the Deaf) number 713-837-9496

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